



# PRINCE GEORGE'S COMMUNITY COLLEGE

DATE: October 17, 2022

TO: All Prospective Proposers

FROM: Kris Chewlin  
Procurement Compliance Officer, Office of Procurement  
301-546-8011

RE: **Addendum 1: RFP 23-07 – Accounting Services for the National  
Cyberwatch Resource Center**

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The following amends the above referenced RFP documents. Receipt of this addendum one is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the proposal. The Solicitation Schedule is subject to further change modification, as required by the College.

## **1. Questions and Responses**

Attached to this Addendum 1 is the Questions and Response Log. The Questions and Response Log contains all of the questions received. The last day for questions was October 12, 2022 at 10:00 AM ET

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM**

**RFP NO.:** 23-07

**TECHNICAL AND FEE PROPOSAL DUE DATE:** Friday October 21, 2022, on or before 10:00 AM ET

**RFP FOR:** RFP 23-07 – Accounting Services for the National Cyberwatch Resource Center

**NAME OF PROPOSER:** \_\_\_\_\_

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No.   1                        dated 10-17-2022

Addendum No.                             dated       

Addendum No.                             dated       

Addendum No.                             dated       

Addendum No.                             dated       

As stated in the RFP documents, this form is included in our Technical Proposal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

END OF FORM

No.	Question	Response
1	Can a subcontractor (assuming MBE) be used to fulfil 100% of the requirements of this RFP?	No. A subcontractor cannot fulfill 100% of the RFP requirements.
2	If a subcontractor can be used, can the same subcontractor's reference be used for the References attachment? Or does the reference have to be that of the bidder?	No. All references must be from companies that were past clients of the Prime contractor.
3	The National CyberWatch Resource Center – is there an approved budget in place? a. When is the budget preparation cycle?	Yes. Budgets are reviewed annually in July-August in preparation for the annual September board meeting (referred to as the National Visiting Committee by the National Science Foundation)
4	How many dues paying members belong to the NCRC?	Currently, we have 176 dues-paying members. NCRC has multiple classes of membership. Most members do not pay dues as “Participant” members who attend our functions and volunteer service to our programs. Over the next three years we plan aggressive expansion of dues-paying membership classes to develop membership as a source of Center sustainability.
5	Are all membership dues invoiced at one time during the year? Or, are dues invoiced on the anniversary date of the member?	Dues are invoiced on the anniversary date automatically by our Wild Apricot membership management system.
6	What are the primary sources of revenue for the NCRC?	Grants/Gov. Contracts and Events, the latter including sponsorships and attendee registration
7	What is the breakdown (percentage) of each revenue stream?	Grants (68.7%), Contracts (15.6%), Events (14.9%), Membership and other (0.8%)
8	What’s the number of grants that require periodic financial reporting?	Only 1 currently
9	Is the NCRC a separate legal entity? Nonprofit?	Not yet, but we plan to establish the CyberWatch Center as a nonprofit college subsidiary in 2023
10	Number of active programs?	18
11	What accounting system is being used?	None in the Center currently. We access the college’s grants management system for grants accounting.
12	When was the last reconciliation of the bank and credit card accounts? a. When were the last monthly financial reports produced? b. What month? c. Is there any clean-up work that needs to be performed?	Credit cards are reconciled monthly. We do not have our own bank accounts currently. We rely upon the PGCC Foundation for revenue transaction recording and the grants management system for expense transaction recording. The last financial report was issued for the September board meeting. An internal audit was conducted last year. An updated audit and reconciliation of receipts and grant budgets will be required to prepare for establishing the Center’s chart of accounts and implementation of Quickbooks.

13	Is there a business development manager that manages the expansion of products?	Business development is a shared responsibility. We are planning for future hiring of dedicated sales staff once the nonprofit is established.
14	Is the accounting system on a cash or accrual basis of accounting?	Accrual
15	What are the monthly reporting deadlines for the financials?	21 days after month end
16	Is the NCRC audited separately from the college? a. When does the audit typically take place? b. Were there any auditor recommendations from the last audit? c. Is there a separate A-133 audit performed for the NSF grant?	We are not audited separately as we are currently a program of the college. The National Science Foundation audits annually, typically in the spring. We did not receive any recommendations from the last audit.
17	Are there any employees that are paid from NCRC? Or, is payroll administered/managed by the college? a. The employees, employees of the college?	Payroll is administered by the college and all Center employees are college employees at this time. However, most Center staff are contractors.
18	Is there an incumbent in place? a. Will there be a hand off schedule between the incumbent and the winner of the contract?	The very limited accounting function performed by the Center has been the responsibility of internal staff. We will have access to several resources throughout the college that can assist with the transition to an external contractor.
19	Are files maintained electronically? a. Which files are maintained on a cloud-based platform? b. Which cloud-based platform? c. Internal Server?	Yes, we use Google Suite for document storage.
20	Are services required to be provided onsite or remote?	Remote mainly, though some onsite will be required for effective coordination with college staff.
21	What is the annual budget for the National Cyberwatch Center?	\$1,039,344
22	What type of grants fund the Center?	Federal agency
23	Will PGCC secure and provide licenses plus system access to the QuickBooks system for use by the consultant?	Yes
24	How many transactions does PGCC expect on a monthly basis for this program?	25-100
25	Will the transactions under this program follow the normal internal control processes, including procurement, accounting, reporting, etc. of PGCC?	Yes, all processes will be in accordance with PGCC's policies and procedures.

26	Will PGCC maintain all signature authority of disbursements and authorize the expenditure of transactions?	Yes, PGCC will maintain signature authority and expense authorization, though authorized staff may change when the nonprofit is established.
27	Will PGCC maintain a separate bank account for the transactions of this program to be processed?	Only after the nonprofit is established
28	Will the contractor be responsible for development of any policies and procedures related to this program?	We expect the contractor to actively participate in and make recommendations for policies and procedures.
29	Can you please clarify what is meant by, "Oversee investment of funds"?	Monitor and report effectiveness of investments
30	Will any capital assets be acquired under the program? If so, will consultant be responsible for maintaining asset ledgers?	Asset ledgers will only need to be maintained after the nonprofit is established.
31	Is it required that we be certified by the Maryland Department of Transportation (MDOT) before the time of award?	No, this will not be required.
32	What education and certifications are needed for the person responsible for handling the assignment over the duration of the contract?	Accounting degree or industry recognized certifications, or other evidence of professional qualifications to perform the tasks in the Statement of Work.
33	How many years of experience in specific areas are needed for the person responsible for handling the assignment over the duration of the contract?	We are less interested in the years of experience than the substantive nature and quality produced in experiences servicing similar functions and organizations.
34	Is there a page limit for the Technical Proposal? If so, please specify.	Yes, 10 pages maximum, not including the cost quotation.
35	Is there a font type and size required for the written Technical Proposal? If so, please specify.	Arial or Times Roman, minimum 11-point font, 12 lines per inch
36	Given the short turnaround time and documents requested, we respectfully request a one-week extension (10/28/22) to submit a proposal for this work. Please let us know if this extension will be honored.	We cannot honor any request for an extension. Only submissions received by 10 am on October 21 <sup>st</sup> will be considered. Early submission is strongly encouraged.